

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3303C-24 (Rev. 10-99)	RECORD OF PERFORMANCE QUALIFICATIONS SK		
<p style="text-align: center;"><u>INSTRUCTIONS</u></p> <p>Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual (COMDTINST M1414.8, series). As proficiency in each performance qualification is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications assigned to their rating. Qualifications previously demonstrated, dated and initialed off will not be recertified.</p> <p>Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications which cannot be completed during inactive duty and should be completed on ADT.</p>			
RATING The 10-99 edition of the STOREKEEPER Performance Qualifications are effective for the NOV 2000 SWE)			ABBREVIATION SK
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL			
E-4		E-5	
E-7		E-8	
NAME <i>(Last, First, Middle Initial)</i>		SOCIAL SECURITY NUMBER	

SIGNATURE OF SUPERVISOR				
DATE	NAME/SIGNATURE	INITIALS	RATE	UNIT
REMARKS				

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>A. ADMINISTRATION AND CLERICAL</p> <p>4.01 TYPE 20 words per minute on a standard workstation keyboard using touch typing.</p> <p>Ref: Enlisted Qualification Manual, COMDTINST M1414.8 (series)</p> <p>4.02 Given a directive prescribing changes, MAKE the appropriate changes.</p> <p>Ref: Directives System, COMDTINST M5215.6 (series)</p> <p>4.03 Given a directive, FILE in the unit's directive file.</p> <p>Ref: Standard Subject Identification Codes Manual, (SSIC) COMDTINST M5210.5 (series) Directives System, COMDTINST M5215.6 (series)</p> <p>4.04 Using a workstation, PERFORM the following e-mail message functions.</p> <ul style="list-style-type: none"> a. Create b. Forward c. File/Save d. Reply e. Send f. Delete <p>Ref: Software Application Manual</p> <p>4.05 Given rough drafts and using a workstation or electric typewriter, PREPARE the following Coast Guard correspondence.</p> <ul style="list-style-type: none"> a. Coast Guard letter b. Messages <p>Ref: Coast Guard Correspondence Manual, COMDTINST M5216.4 (series) Standard Subject Identification Codes Manual (SSIC), COMDTINST M5210.5 (series) Telecommunications Manual, COMDTINST M2000.3 Standard Distribution List (SDL), COMDTNOTE 5605</p> <p>5.01 ORDER directives and publications.</p> <p>Ref: Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600</p> <p>5.02 DISPOSE of or TRANSFER directives, publications and unit files to the Federal Records Center or the National Archives.</p> <p>Ref: Directives, Publications and Reports Index (DPRI), COMDTNOTE 5600 Paperwork Management Manual, COMDTINST M5212.12 (series)</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>5.03 Using a workstation or electric typewriter, DRAFT rough drafts for each of the following.</p> <ul style="list-style-type: none"> a. CG Basic Letter b. CG Business Letter c. Rapidraft Letter d. Memorandum e. Endorsement f. Message <p>Ref: Coast Guard Correspondence Manual, COMDTINST 5216.4 (series) Standard Subject Identification Codes Manual (SSIC), COMDTINST M5210.5 (series) Standard Distribution List (SDL), COMDTNOTE 5605 Telecommunications Manual, COMDTINST M2000.3 (series)</p> <p>7.01 PREPARE the following directives.</p> <ul style="list-style-type: none"> a. Instruction b. Notice <p>Ref: Coast Guard Directives System, COMDTINST M5215.6 (series)</p> <p>B. SUPPLY SUPPORT</p> <p>4.01 PREPARE a DOD Single Line Item/Release Receipt Document (DD-1348-1A) for shipment and tracking of the following materials.</p> <ul style="list-style-type: none"> a. Mandatory Turn-In Repairables (MTR) b. Non-aviation Depot Level Repairables (NON-AV DLR) c. Utilize MTR tracking records within CMPlus <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) CMPlus Users Guide</p> <p>4.02 Safely OPERATE the following types of equipment while moving materials:</p> <ul style="list-style-type: none"> a. Pallet Jack b. Hand Dolly c. Forklift <p>Ref: Materials Handling Procedures Manual, (DOD4145.19-R-1)</p> <p>4.03 INVENTORY supplies and materials.</p> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) CMPLus User Guide</p>		
NAME <i>(Last, First, Middle Initial)</i>	SOCIAL SECURITY NO.	

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>4.04 PREPARE MILSTRIP Requisition using each of the following.</p> <ul style="list-style-type: none"> a. FEDLOG b. Navy Stock List of Publications and Forms (NAVSUP 2002) CD-ROM Naval Logistics Library (NLL) c. GSA Federal Supply Catalog d. Catalog of Forms, COMDTINST M5213.6 Series e. CD-ROM Naval Logistics Library (NLL): Afloat Shopping Guide and NAVSUP Publication 4400 Series. <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) Standard Automated Requisitioning (STAR) User Manual CMPlus User Guide</p> <p>4.05 PREPARE MILSTRIP documents for the following.</p> <ul style="list-style-type: none"> a. Cancellation b. Follow-up c. Modification <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) Standard Automated Requisitioning (STAR) User Manual CMPLus Users Guide</p> <p>4.06 PREPARE a formatted MILSTRIP message for the following types of requests.</p> <ul style="list-style-type: none"> a. Requisition b. Cancellation c. Follow-up d. Modification <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) CMPlus User Guide</p> <p>4.07 PREPARE a narrative MILSTRIP message for the following types of requests.</p> <ul style="list-style-type: none"> a. Requisition b. Cancellation c. Follow-up d. Modification <p>Ref: Supply Policy and Procedures Manual COMDTINST M4400.19 (series) CMPlus User Guide</p>		
NAME <i>(Last, First, Middle Initial)</i>	SOCIAL SECURITY NO.	

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>4.08 REPLY to a batch of Material Obligation Validation (MOV) Requests.</p> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) Standard Automated Requisitioning (STAR) User Manual CMPLus Users Guide</p> <p>4.09 PROCESS incoming materials.</p> <ul style="list-style-type: none"> a. By receiving b. Inspecting c. Stowing d. Distributing <p>Ref: Storage and Materials Handling Manual, DOD 4145.19R-1 Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) CMPlus User Guide</p> <p>4.10 INTERPRET the following types of MILSTRIP status and RESPOND to requisitioner.</p> <ul style="list-style-type: none"> a. Back order b. Direct delivery c. Shipping status d. Mode of shipment <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)</p> <p>5.01 PREPARE a Report of Discrepancy (ROD) (SF-364) for the following.</p> <ul style="list-style-type: none"> a. Shipping discrepancy b. Packaging discrepancy <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)</p> <p>5.02 PREPARE a Quality Deficiency Report (SF-368).</p> <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series)</p> <p>C. CONFIGURATION MANAGEMENT PLUS (CMPLus)</p> <p>4.01 Using a workstation with CMPLus INITIATE the following.</p> <ul style="list-style-type: none"> a. Create inventory item b. Issue items manually or with a bar-code scanner c. Receive items manually or with a bar-code scanner <p>Ref: CMPLus Users Guide</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>5.01 Using a workstation with CMPlus PERFORM the following.</p> <ul style="list-style-type: none"> a. Process SIM reports b. Reconcile inventory <p>Ref: Supply Policy and Procedures Manual COMDTINST M4400.19 (series) CMPlus Users Guide</p> <p>6.01 Using a workstation with CMPlus INITIATE the following.</p> <ul style="list-style-type: none"> a. Adjust inventory (credit/debit) b. Perform "Transfer in/Transfer out" <p>Ref: Supply Policy and Procedures Manual, COMDTINST M4400.19 (series) CMPlus Users Guide</p> <p>6.02 Using a workstation with CMPlus PERFORM "FEDLOG Update" routine.</p> <p>Ref: CMPLus Users Guide.</p> <p>D. SIMPLIFIED ACQUISITION PROCEDURES</p> <p>4.01 PREPARE a Procurement Request (DOT F 4200.1.1), manually or electronically.</p> <p>Ref: Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) LUFS User Manual FINCEN SOP</p> <p>4.02 CONSTRUCT a basic Procurement Instrument Identification Number (PIIN) for the following documents.</p> <ul style="list-style-type: none"> a. Order for Supplies or Services (OF-347) b. Blanket Purchase Agreements (OF-347) c. Delivery Orders (OF-347) d. Request for Quotation (SF-18) <p>Ref: Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series) FINCEN SOP</p>		
NAME <i>(Last, First, Middle Initial)</i>	SOCIAL SECURITY NO.	

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>4.03 PREPARE the following documents manually or electronically.</p> <ul style="list-style-type: none"> a. Order for Supplies or Services (OF-347) b. Purchase Order-Invoice Voucher (SF-44) c. Receipt for Cash-Subvoucher (SF-1165) d. Request for Quotations (SF-18) e. Blanket Purchase Agreement (OF-347) f. Amendment of Solicitation/Modification of Contract (SF-30) g. Requisition and Invoice/Shipping Document (DD -1149) h. Solicitation/Contract/Order for Commercial items (DD-1449) <p>Ref: Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series) SUBPART 1204.602-90 LUFS User Manual FINCEN SOP</p> <p>4.04 Given the authority, EXECUTE a micro purchase procurement using the following small purchase methods.</p> <ul style="list-style-type: none"> a. Approved purchase Orders (OF-347) b. Imprest Funds (SF-1165) c. Government Wide Commercial Credit Card d. Approved Blanket Purchase Agreement (OF-347) e. Purchase Order Invoice Voucher (SF-44) <p>Ref: Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) Certifying and Disbursing Manual, COMDTINST M7210.1 (series)</p> <p>4.05 IDENTIFY required Government Sources of Supply and services, and PRIORITIZE their use.</p> <p>Ref: Federal Acquisition Regulation, Part 8 (FAR) Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)</p> <p>5.01 PERFORM the following.</p> <ul style="list-style-type: none"> a. Identify the Micro Purchase Threshold b. Identify the Simplified Acquisition Threshold c. Define Small Business Set-aside d. Determine the level at which a Requisition should be Synopsized e. List the required Contract File Documentation f. Solicit competition g. Evaluate Quotes <p>Ref: Federal Acquisition Regulation, (FAR) Part 8, 12 and 13 Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)</p> <p>5.02 DRAFT a Sole Source Justification.</p> <p>Ref: Federal Acquisition Regulation (FAR), Part 6 & 13 Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>6.01 REVIEW contract file to ensure proper procurement methods are followed prior to approval by Contracting Officer.</p> <p>Ref: Federal Acquisition Regulation, (FAR) Part 8, 12 and 13 Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)</p> <p>6.02 PREPARE ratification documents for an unauthorized commitment.</p> <p>Ref: Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.1 (series) SUBPART 1201.602- 3</p> <p>6.03 Using the definition of "Commercial Items" found at 2.101 of the FAR DETERMINE when part 12 of the FAR applies and describe the reasons why.</p> <p>Ref: Federal Acquisition Regulation, Part 12 (FAR)</p> <p>7.01 PREPARE a quarterly Federal Procurement Data System (FPDS) Summary Contract Action Report (SF-281).</p> <p>Ref: Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series) DOT Order 1340.5 (series) Transportation Acquisition Manual (TAM)</p> <p>E. FISCAL PROCEDURES</p> <p>4.01 SUBMIT the following documents to the FINCEN for payments.</p> <ul style="list-style-type: none"> a. Order for Supplies or Services (OF-347). b. Purchase order-invoice voucher (SF-44). c. Government Wide Commercial Credit Card d. Blanket Purchase Agreement (OF-347) e. Solicitation/Contract/Order for Commercial items (SF-1449) f. Requisition and Invoice/Shipping Document (DD-1149) <p>Ref: FINCEN SOP</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>4.02 CONSTRUCT and INTERPET a Coast Guard document number and accounting string for the following.</p> <ul style="list-style-type: none"> a. MILSTRIPS (DD-1348), SF-344, DD-1149, etc. b. GSA Customer Service (GSA Form 3542) c. Government Bills of Lading (SF-1103) d. Air Freight/Express Mail e. Government Wide Commercial Credit Card f. Order for Supplies or Services (OF-347) g. Purchase Order-Invoice Voucher (SF-44) h. Receipt for Cash-Subvoucher (SF-1165) <p>Ref: LUFS User Manual FINCEN SOP</p> <p>4.03 DEMONSTRATE a working knowledge of the following terms as they apply to Coast Guard accounting.</p> <ul style="list-style-type: none"> a. Commitment b. Obligation c. Undelivered Order d. Accrued Expenditure e. Expenditure <p>Ref: LUFS User Manual FINCEN SOP</p> <p>5.01 Given a unit Program Element Status (PES) Report DEMONSTRATE the ability to perform the following.</p> <ul style="list-style-type: none"> a. Print a Unit PES Report b. Manual Reconciliation c. Assisted reconciliation (Auto) d. Post an error to the LUFS error record <p>Ref: LUFS User Manual FINCEN SOP</p> <p>6.01 TRANSMIT LUFS financial data to the FINCEN.</p> <p>Ref: LUFS User Manual FINCEN SOP</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>6.02 Given a workstation with LUFS software DEMONSTRATE the ability to perform the following.</p> <ul style="list-style-type: none"> a. Set up a new user in LUFS b. Grant user access to an account c. Give user limited security keys to restrict access to other LUFS modules d. Set up printer e. Process Fund Transfer Authorization (FTA) by transferring funds between internal and external accounts. <p>Ref: LUFS Administrative Manual FINCEN SOP</p> <p>F. PROPERTY</p> <p>4.01 CLASSIFY personal property as either reportable or non-reportable.</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>4.02 PREPARE the following documents for items which are accountable personal property.</p> <ul style="list-style-type: none"> a. Request for ADP Support of Personal Property (CG-5009) b. Allowance Record, Personal Property (CG-5009A) c. Detail Record, Personal Property (CG-5009B) <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>4.03 PERFORM the following functions using the AIM software application.</p> <ul style="list-style-type: none"> a. Enter Detail Record b. Enter Allowance Record c. Produce Custodial Signature Report d. Produce Property Report e. Transmit updated records to CG Headquarters <p>Ref: Property Management Manual, COMDTINST M4500.5 (series) CMPlus Users Guide</p> <p>5.01 PREPARE a Report of Survey (CG-5269) for the following types of personal property.</p> <ul style="list-style-type: none"> a. Damaged or Destroyed b. Lost or Stolen <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>5.02 PREPARE each of the following documents to acquire or release personal property between agencies (OGA's/CG).</p> <ul style="list-style-type: none"> a. DOD Single Line Item/Release Receipt Document (DD-1348-1A) b. Requisition and Invoice/Shipping Document (DD-1149) <p>Ref: Property Management Manual, COMDTINST M4500.5 (series) CMPlus Users Guide Supply Policy and Procedures Manual COMDTINST M4400 (series)</p> <p>5.03 PREPARE a MILSTRIP document, Identification Code AS3 (In transit Control of Shipment) for submission to the Defense Reutilization and Marketing Office.</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series).</p> <p>5.04 SCREEN for excess Personal Property.</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series) Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series)</p> <p>6.01 CONDUCT a physical inventory of personal property and reconcile discrepancies in Automated Information Management (AIM).</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>6.02 PREPARE each of the following documents to acquire or release personal property between agencies (OGA's/CG).</p> <ul style="list-style-type: none"> a. Report of Excess Personal Property (SF-120) b. Transfer Order Excess Personal Property Shipment (SF-122) <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>6.03 Audit a DOD Single Line Item/Release Document (DD-1348-1A) with the excess Personal Property to be transferred.</p> <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>7.01 Audit the following documents to Acquire or Release Personal Property between agencies (OGA/CG).</p> <ul style="list-style-type: none"> a. Report of Excess Personal Property (SF-120) b. Transfer/Order Excess Personal Property shipment (SF-122) <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>7.02 DEMONSTRATE a working knowledge of how to conduct a Board of Survey (CG-5269) for the following types of personal property.</p> <ul style="list-style-type: none"> a. Damaged or Destroyed. b. Lost or Stolen <p>Ref: Property Management Manual, COMDTINST M4500.5 (series)</p> <p>G. TRANSPORTATION</p> <p>4.01 PREPARE a U. S. Government Bill of Lading (SF-1103) for shipment of freight.</p> <p>Ref: Transportation of Freight Manual, COMDTINST M4610.5 (series) 49 Code of Federal Regulation (CFR)</p> <p>4.02 RECORD a U. S. Government Bill of Lading (SF-1103), on the Bill of Lading Accountability Record (SF-1121).</p> <p>Ref: Transportation of Freight Manual, COMDTINST M4610.5 (series)</p> <p>4.03 PROCESS material (except hazardous) requiring special handling (e.g., fragile, liquid, etc) for shipment.</p> <p>Ref: Inspection, Packaging, Handling, Storage and Transportation Handbook, COMDTINST M4450.1 (series) Transportation of Freight Manual, COMDTINST M4610.5 (series)</p> <p>4.04 SHIP material via the following modes.</p> <ul style="list-style-type: none"> a. United States Postal Service b. Contracted Express Service (e.g. Federal Express) <p>Ref: Transportation of Freight Manual, COMDTINST M4610.5 (series)</p> <p>5.01 PREPARE a Transportation Discrepancy Report (SF 361) for loss or damage of government owned material transported by a commercial or contract carrier.</p> <p>Ref: Transportation of Freight Manual, COMDTINST M4610.5 (series)</p> <p>H. HAZARDOUS MATERIAL</p> <p>4.01 DESCRIBE the minimum information that must be contained on a Material Safety Data Sheet (MSDS).</p> <p>Ref: 49 Code of Federal Regulation (CFR) section 172.602 29 Code of Federal Regulation (CFR) section 1910.1200</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY NO.</p>	

RATING: Storekeeper (SK) (Rev. 10/99 – effective for NOV 2000 SWE)	INIT	DATE
<p>4.02 DETERMINE appropriate hazardous material classification for shipping and receiving.</p> <p>Ref: 49 Code of Federal Regulation, (CFR) section 172.101</p> <p>6.0 PREPARE shipping papers (GBL/CBL) for hazardous material shipments.</p> <p>Ref: Transportation of Freight Manual, COMDTINST M4610.5 (series) 49 Code of Federal Regulation, (CFR) section 172.200</p> <p>7.01 Audit hazardous materials shipments for the following.</p> <ul style="list-style-type: none"> a. Marking and Labeling b. Proper shipping name c. Hazard Class d. Identification number and Packing Group e. Shippers Certification f. Emergency Response telephone number <p>Ref: 49 Code of Federal Regulation, (CFR) section 172.101, 172.200, 172.204, 172.300, 172.400, 172.600, and 172.604</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY NO.	

